

EDITED TASK LISTING

CLASS: PRINCIPAL LIBRARIAN

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Oversight responsibilities for the operational standardization of all institutional inmate libraries including specialized libraries and/or specialized library collections (e.g., law, literacy, special needs, etc.) for the inmate population to meet and to maintain compliance with court mandated access, court mandated legal collections, and literacy services per Penal Code Section 2053, California Code of Regulations, Title 15, coordinated compliance reviews, and the Department Operations Manual (DOM), various communication methods (e.g., memorandum, telephone, fax, email, etc.), training skills, computer skills, writing skills, etc., as required.
2.	Develops policies and procedures related to institutional inmate libraries in order to maintain compliance with court mandates and department regulations utilizing the (DOM), court decisions, laws, rules, regulations, policies, procedures, department directives (e.g., Legal Division interpretations and recommendations, Appeals Division decisions, departmental litigation coordinator's procedural decisions etc.), various communication methods (e.g., memorandum, telephone, fax, email, etc.), training skills, computer skills, writing skills, etc., on a continuous basis.
3.	Provides library staff with timely and relevant policy and procedural changes to maintain compliance with court mandates and department regulations utilizing the DOM, court decisions, California Penal Code, State and Federal rules/codes and procedures, department directives (e.g., Legal Division interpretations and recommendations, Appeals Division decisions, departmental litigation coordinator's procedural decisions etc.), various communication methods (e.g., memorandum, telephone, fax, email, etc.), training skills, computer skills, writing skills, etc., on a continuous basis.
4.	Consults with managers, employees, control agencies, and others on varied and/or sensitive/complex library matters to resolve issues, provide information, options, and/or recommendations, etc., using various resources (e.g. policies, procedures, interpersonal skills, knowledge, etc.) as needed.
5.	Provides technical direction (e.g., collection development, acquisition, cataloging and classification, reference, circulation, etc.) to state wide institutional inmate library staff to improve the standardize operational procedures and to improve employee performance utilizing knowledge of the basic philosophy, principles and theories of library service (e.g., American Library Association (ALA) prison library standards, American Association of Law Libraries prison library standards, library standards from the American Correctional Association, etc.), communications skills, training skills, computer skills, writing skills etc., as necessary.
6.	Evaluates library proposals to recommend, introduce and expand library program offerings such as print and non-print collections, multi-cultural materials, high/low materials, academic/vocational related materials, and staffing in order to meet institutional and inmate interests/needs utilizing staff input, needs assessments, inventory, new library trends, curriculum recommendations, contract development, etc. on an ongoing basis.

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7.	Provides oversight and guidance to institutional inmate library staff in the use of bibliographic and reference tools (e.g., journals, audiotapes, videotapes, software, electronic databases, encyclopedias, gazetteers, specialized directories, etc.) both within and beyond the library setting through professional publications, conference participation, professional listserv, databases, telecommunication networks, cooperative arrangements, communication skills, etc., to meet and maintain compliance with the DOM, compliance reviews, departmental and court mandates, etc., upon request.
8.	Evaluates recommendations on equipment (e.g., touch screens, lightpen scanners, etc.) and software technology to support and enhance institutional inmate library services and programs, maintain improved data collection reporting and meet institutional inmate library operational needs, etc. utilizing staff recommendations, printed reviews and/or demonstrations of new technology on a continuous basis.
9.	Provides information to institutional inmate library staff on special format materials and adaptive devices for “special needs” inmate populations to maintain compliance with the Americans with Disabilities Act, Coleman, Clark and Armstrong court decisions, etc. through review of professional publications, conference participation, training, video teleconferencing, communication skills, training skills, computer skills, writing skills, etc., as required.
10.	Supervises professional and technical library staff in order to maintain accountability of institutional inmate library services, provide direction, etc., utilizing communication skills, recognized supervisory and management techniques, etc., on a continuous basis.
11.	Prepares written performance reports, i.e., probationary reports, annual Individual Development Plans for directly supervised staff to provide feedback, goals, objectives, etc., by monitoring and evaluating work performance of staff in accordance with State Personnel Board Laws and Rules.
12.	Advises staff on Equal Employment Opportunity programs (EEO) including the local intervention process, tracks discrimination complaints, referrals, provides consultation to management/supervisory staff and maintains a discrimination complaint activity log utilizing various resources (e.g. federal and state laws, DOM, etc.) on an ongoing basis.
13.	As needed, responds to institutional inmate library staff grievances to resolve issues, provide information, make recommendations, ensure compliance with laws, rules, regulations, policies, procedures, etc. utilizing laws, rules, regulations, polices, procedures, etc.
14.	Communicates (orally and in writing) in a professional and effective manner with others utilizing tact, interpersonal skills, etc., to provide direction, information, establish and maintain effective working relationships, etc., as needed.
15.	Analyzes institution inmate library staffing patterns (e.g., vacancies, current positions, number of libraries and their functions) to provide recommendations for the hiring of permanent and temporary library staff through the use of vacancy reports, ALA standards, temporary hiring agencies, and other correctional organizations as needed.

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16.	Prepares effective written documents (i.e. proposals, reports, etc.) for management, staff, inmates and others to provide information, direction, etc. utilizing a variety of tools, equipment, aids, and/or processes as appropriate.
17.	Represents the institution inmate library programs as a state prison library coordinator in state wide and/or national meetings, task forces, standing and ad hoc committees, and as a consultant to other libraries to raise awareness of prison library operations and issues as time permits.
18.	Provides advisory committees with information about transitional institution inmate library services to parolees including referrals to community library literacy programs, adult basic education programs, etc. through video tape, printed material, live presentations as needed.
19.	Organizes the training (e.g., law library, literacy, collection development, etc.) for library and CDC staff to maintain compliance and institutional inmate library operational standardization using court mandates, i.e., Lewis v Casey, Gilmore v Lynch, etc. California Code of Regulations, Title 15 and DOM, and ALA Standards as required.
20.	Directs the Library Advisory Committee (LAC) to make departmental recommendations regarding institutional inmate library issues that range from policy and staffing to training and purchasing, etc. using statistics, meetings, surveys, teleconferencing, staff input, etc. on a quarterly basis.
21.	Develop data management systems i.e., databases for the California Department of Corrections (CDC) library network and services (e.g., purchasing, cataloging, etc.) to collect library statistical information for the creation of required library reports and to ensure the on-going integrity of information utilizing appropriate staff, Excel, Access, Microsoft Word, and Web resources, etc. on a continuous basis.
22.	Maintain data management system i.e., databases for the CDC library network to update library statistical information for the creation of required library reports, to upgrade current databases and to ensure the on-going integrity of information utilizing appropriate staff, Excel, Access, Microsoft Word, and Web resources, etc. on a continuous basis.
23.	Oversees the central purchasing process for the Gilmore v Lynch law library collection to meet court mandates by utilizing Education and Inmate Programs Unit generated order form, CDC staff, through vendor contact and the recommendations of legal affairs and business services as needed.
24.	Assists in the development of a formula based budge allotment for all institutional inmate library programs to fund law materials, fiction, non-fiction, periodicals, etc., of the institutional inmate libraries utilizing the department inmate population summary, DOM, laws, rules, regulations, policies, procedures, etc., on a fiscal year basis.

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25.	Implements a formula based budget allotment for all institutional inmate library programs to purchase law materials, fiction, non-fiction, periodicals, etc., and to maintain compliance with court mandates, DOM, laws, rules, regulations, policies, procedures, the Coordinated Compliance Review, etc., utilizing budget letters, DOM, laws, rules, regulations, policies, procedures, the Coordinated Compliance Review, etc., on a continuous basis.
26.	Applies for grants to obtain special funding for innovative institutional inmate library programs (i.e., book discussion programs, peer tutoring, arts and literature programs, F.A.T.H.E.R.S. program etc.) to educate and improve inmate's knowledge, self-esteem, life skills, and the institutional environment, etc. utilizing grant centers/registers, World Wide Web, professional journals, etc. as institutional operations permit.